



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

820 SILVER LAKE BOULEVARD  
SECOND FLOOR, SUITE 200, (D570C)  
DOVER, DELAWARE 19904

FAX: (302) 739-1200

TELEPHONE: (302) 672-5500

**M E M O R A N D U M**

**TO:** State Fiscal Officers and SuperCard Coordinators

**FROM:** Trisha L. Neely, Director

**DATE:** October 28, 2008

**SUBJECT: SUPERCARD CREDIT LIMITS**

---

As many of you are aware, we have been reviewing SuperCard credit limits to determine if limits are excessive. Based upon monthly spend history, we adjusted the credit limits when we found them excessive and notified the appropriate card coordinator. So far, in our review of SuperCards with credit limits of \$100,000 and above, we have adjusted 100% of the credit limits to a more reasonable level. We are now reviewing SuperCards with credit limits from \$25,000 – 100,000. After this review is complete, we will be reviewing SuperCards with credit limits below \$25,000.

It is all of our responsibility to safeguard the assets of the State. Excessive credit limits present an exposure to fraud and abuse by credit card predators. Please ensure proper internal controls are in place to minimize exposure. On a going forward basis, SuperCard coordinators within your organizations should review credit limits, at least quarterly, to ensure they are appropriate and take advantage of the null profile for periodic travelers and purchasers. We will be adding policy to the SuperCard manual to incorporate this recommendation.

Should you have questions and concerns with administration of the SuperCard program, please contact Donna Purcell at [Donna.Purcell@state.de.us](mailto:Donna.Purcell@state.de.us) or 672-5510.

Cc: Donna Purcell